



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 2/26/13	<b>Interviewer:</b> Laura Eckert	<b>RFA #13 – 05</b>
<b>Person(s) Requesting Assistance:</b> [REDACTED] on behalf of five female student employees in [REDACTED]		
<b>Contact Numbers (telephone, e-mail, etc.):</b>		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> See memo to file		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.):</b> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input checked="" type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
2/13/13	[REDACTED] met with Laura Eckert	See summary memo to file.
2/20/13	Sue and Laura interview student employees	Sue and Laura separately interviewed the student employees who raised concerns. See summary memo to file.
2/21/13	Sue and Laura interview [REDACTED]	See summary memo to file.
2/25/13	Sue and Laura met with [REDACTED]	See summary memo to file.
3/6/13	Laura call with each student	See summary memo to file.

**Resolution:**

X Resolved to Individual's Satisfaction **[R]**

☐ Transitioned to Complaint **[F]**

☐ Unresolved **[U]**

☐ Referred to another University Office **[REF]**